

## OBTAINING ACCESS TO ARMY CONTRACTING BUSINESS INTELLIGENCE SYSTEMS (ACBIS MODULES)

### 1. Background

The Army Contracting Business Intelligence System (ACBIS) is a web-based business intelligence (BI) system that provides the capability to analyze data using standard reports or ad hoc queries. ACBIS interfaces with contract writing software, legacy personnel systems, and financial systems. ACBIS provides the capability to link to other web-based management information systems that the Army uses for the collection, analysis, and dissemination of data.

### 2. ACBIS Modules

In addition to provide BI reports ACBIS, also provides the Office of the Deputy Assistant Secretary of the Army for Procurement with several key acquisition data management tools, collectively known as the ACBIS Modules. The ACBIS modules provide the following functionalities:

#### 2.1 ACBIS Reports

The ACBIS Report Module provides the capability to analyze data using standard reports or ad hoc queries. The Report Module, leverages Business Objects, to provide authorized users an analytical tool that can access near real-time operational contract data depicted as business information and cross indexed to various other data sources that provide an insight into the acquisition business operations.

##### Available User Role

**Read Only** - All user with access to ACBIS reports can only read/view the data. Users are not allowed to change the data within the reports.

#### 2.2 Acquisition Data Validation Tool

The Acquisition Data Validation Tool (ADVT) facilitates process of data verification and validation (V&V) to comply with the Department of Defense Procurement Data Improvement & Compliance Plan. The ADVT module provides capability to identify the Root Cause Codes for discrepancies between the Federal Procurements Data System (FPDS), Contract Action Reports (CARs), and the contract writing systems, i.e., Procurement Desktop Defense (PD2) or Procurement Automatic Data and Document System (PADDS).

##### Available User Role

**Data Update** - User can only update data within their respective organization.

## 2.3 Announcement of Award

The Announcement of Award (AOA) Module facilitates the process by which award announcements are submitted to congress for Army contracting activities. Oversight of the process is provided by the Office of the Deputy Assistance Secretary of the Army for Procurement (ODASA (P)).

### Available User Roles

**General User**, Users that are granted access to one or more DoDAACs. These users have limited visibility into only those notifications for which they generated. Final release is strictly controlled by the ODASA (P). The ACBIS DD Form 2875 must identify the DoDAAC assigned to the user account.

**PARC User** - Users that require visibility across one or more DoDAACs.

**DASA (P) User** - Users at the DASA (P) that require full visibility of all award announcements.

## 2.4 Contract Closeout Management Tool

The Contract Closeout Management Tool (C2MT) module was designed specifically for the Office of the Deputy Assistant Secretary of the Army for Procurement. Its purpose is to facilitate the closeout of Army Firm Fixed Price awards that fall below the Simplified Acquisition Threshold defined in FAR 2.101.

### Available User Roles

**General User** - Users that may only create and submit closeout groups within their respective organization. General users are not allowed to approve, or release, closeout groups to the Army Response Team (ART).

**Approver** - Users may create, submit, and approve closeout groups within their respective organization. An Approver Users are not allowed to release closeout groups to the ART.

**Admin Users** - Users that have visibility into the closeout groups created within their respective organizations. Admin Users can approve/rescind/release closeout groups to the Army Response Team (ART).

## 2.5 Customer Support Module

The Customer Service Module (CSM) provides customer feedback for the status of purchase requests that have been submitted to the contracting office.

### Available User Roles

**Contractor Customer** – Users that are NOT a federal employee, however, they must have a valid DoD Common Access Card (CAC).

**Government Customer** - Members of the Federal workforce that require access to the estimated amount of the purchase request.

**Resource Manager** - Fiscal management responsibilities for a federal activity and require access to the estimated amount of the purchase request.

## 2.6 Socio Economic Goals

The Socio Economic Goals (SEG) Module provides the acquisition community with the capability to set and track Socio Economic Goals.

Available User Role

**Data Update** - User can only update data within their respective organization.

## 3. Access the ACBIS Modules

All of the ACBIS Modules can be access from the ACBIS Portal at <https://seclleebiis.army.mil>

The ACBIS Portal is available to all DOD CAC holders, however to gain access to any of the restricted ACBIS Modules the user must complete the ACBIS User Account process.

## 4. ACBIS Account Process

After reviewing this bulletin, determine which module(s) the user will require, the appropriate user role for each module and the DODAAC(s) for the area of responsibility. Note if additional DODAACs are required download and complete the Attachment to ACBIS DD Form 2875 - Request for DODAAC Access as User.

The ACBIS System Authorization Access Request (SAAR) DD Form 2875 can be downloaded from the link provided in the Required Documents section of this bulletin

### 4.1 How to Complete an ABCIS DD Form 2875

The ACBIS DD Form 2875 consists of a two-page form to be complete to request access and a page of instructions. Download and complete the ACBIS DD Form 2875 from the link provided in the section below "ACBIS User Account Documents". The following provides information needed to complete the ACBIS DD Form 2875.

#### 1. Select Type of Request

- a. *Initial – This is for new ACBIS User Account, if the user does not already have an ACBIS User Account then the type of request is initial*
- b. *Modification – This is for current users with an existing ACBIS User Account, to make changes to include, adding additional ACBIS Modules or making changes to authorized DODAACs. The current ACBIS User Account must be provided in the user id field.*

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- b. Block 13. Justification for Access. A brief statement is required to justify establishment of an initial USER ID. Provide appropriate information if the USER ID or access to the current USER ID is modified.*
- c. Block 14 Type of Access Required: Place an "X" in the appropriate box. (Authorized - Individual with normal access. Privileged - Those with privilege to amend or change system configuration, parameters, or settings.)*
- d. Block 15 User Requires Access to, Place an "X" in UNCLASSIFIED, ACBIS does not contain any classified information.*
- e. Block 16 Verification of Need to Know. To certify that the user requires access as requested.*
- f. Block 16a Expiration Date for Access. The user must specify expiration date if less than 1 year. Contractors must specify Company Name, Contract Number, and Expiration Date. Use Block 27 if additional space is needed.*
- g. Block 17 Supervisor's Name (Print Name. The supervisor or representative prints his/her name to indicate that the above information has been verified and that access is required.)*
- h. Block 18 Supervisor's Signature. Supervisor's signature is required by the endorser or his/her representative.*
- i. Block 19 Date. Date supervisor signs the form.*
- j. Block 20 Supervisor's Organization/Department. Supervisor's organization and department.*
- k. Block 20a E-mail Address. Supervisor's e-mail address*
- l. Block 20b Phone Number. Supervisor's telephone number.*
- m. Block 21 Signature of Information Owner/OPR. Signature of the functional appointee responsible for approving access to the system being requested.*
- n. Block 21a Phone Number. Functional appointee telephone number.*
- o. Block 21b Date. The date the functional appointee signs the DD Form 2875.*
- p. Block 22 Signature of Information Assurance Officer (IAO or Appointee. Signature of the IAO or Appointee of the office responsible for approving access to the system being requested.)*
- q. Block 23 Organization/Department. IAO's organization and department.*
- r. Block 24 Phone Number. IAO's telephone number.*
- s. Block 25 Date. The date IAO signs the DD Form 2875.*
- t. Block 27 Optional Information. This item is intended to add additional required information, to include*
  - i. AKO E-Mail Address (if it differs from E-Mail Address at Block 5)*
  - ii. Country (if other than USA)*
  - iii. Service*

- iv. *Organizational Levels 1, 2 and 3*
      - v. *DODAAC assigned to user's activity for specific site access of the ADVT, CSM, or SEG Modules*
  - 7. *C. PART III: Certification of Background Investigation or Clearance. The local Security Manager Validates The Background Investigation or Clearance Information*
    - a. *Block 28 Type of Investigation. The user's last type of background investigation (i.e., NAC, NACI, or SSBI.)*
    - b. *Block 28a Date of Investigation. Date of last investigation.*
    - c. *Block 28b Clearance Level. The user's current security clearance level (Secret or Top Secret.)*
    - d. *Block 28c IT Level Designation. The user's IT designation (Level I, Level II, or Level III.)*
    - e. *Block 29 Verified By. The Security Manager or representative prints his/her name to indicate that the above clearance and investigation information has been verified.*
    - f. *Block 30 Security Manager Telephone Number. The telephone number of the Security Manager or his/her representative.*
    - g. *Block 31 Security Manager Signature. The Security Manager or his/her representative indicates that the above clearance and investigation information has been verified.*
    - h. *Block 32 Date. The date that the form was signed by the Security Manager or his/her representative.*
  - 8. *PART IV: This information is site specific and can be customized by either the DOD, functional activity, or the customer with approval of the DOD. This information will specifically identify the access required by the user.*
  - 9. *DISPOSITION OF FORM:*
    - a. *TRANSMISSION: Form may be electronically transmitted, faxed, or mailed. Adding a password to this form makes it a minimum of "FOR OFFICIAL USE ONLY" and must be protected as such.*
    - b. *FILING: Original SAAR, with original signatures in Parts I, II, and III, must be maintained on file for one year after termination of user's account. File may be maintained by the DOD or by the Customer's IAO. Recommend file be maintained by IAO adding the user to the system.*

## **4.2 Contractor's Letter**

Contractors serving as government agents that request access to any of the ACBIS Modules must complete a System Authorization Access Request (SAAR) DD Form 2875, and include a Contractor's Letter. The Contractor's Letter must include the following information and be on official Government letterhead.

1. *Name of Employee*
2. *Name of Company*



3. *Full Company Address*
4. *CAGE Code*
5. *Contract Number*
6. *Beginning and Ending dates of the Contract*
7. *Specific justification as to why access is being required, including how ACBIS will be used in performance of the Contract.*
8. *Acknowledgement that the contract includes a nondisclosure/nonuse provisions for sensitive procurement information.*
9. *Be signed by either the Government Contracting Officer or the Contracting Officer's Representative (COR).*

## **5. ACBIS User Account Documents**

The following documents are required when submitting a user request for access to any of the ACBIS Module(s). These documents can be found on the ABCAS Portal at <https://secleebiis.army.mil> under the menu option for ACBIS and Documentation.

System Authorization Access Request (SAAR DD Form 2875) – Required

[https://secleebiis.army.mil/ako\\_restricted/acbis/Portals/0/ABCAS/Documents/User%20Bulletins/ACBIS%20DD2875.pdf](https://secleebiis.army.mil/ako_restricted/acbis/Portals/0/ABCAS/Documents/User%20Bulletins/ACBIS%20DD2875.pdf)

Attachment to ACBIS DD Form 2875 - Request for DODAAC Access as User (Optional) – Optional

[https://secleebiis.army.mil/ako\\_restricted/acbis/Portals/0/ABCAS/Documents/User%20Bulletins/ACBIS%20DD2875%20DoDAAC%20Attachment.pdf](https://secleebiis.army.mil/ako_restricted/acbis/Portals/0/ABCAS/Documents/User%20Bulletins/ACBIS%20DD2875%20DoDAAC%20Attachment.pdf)